

97M-1

NOTICE NO.
LN 45-250-3

LN 45-250-3
LOGISTICS
2 March 1955

SUBJECT : Requisitioning and Use of Filing Cabinets

REFERENCE: CIA Notice [REDACTED] "Procurement and Use of Filing Cabinets" STATINTL

1. Referenced Agency Notice requires certification of the Office of Logistics Area Records Officer to the maximum utilization of all filing equipment prior to issue or procurement of additional equipment.

2. Before requisitioning additional filing equipment, each requisitioning office will ensure that:

a. Inactive records have been retired to the Records Center.

b. All working files and reference material are current and necessary.

c. All office supplies, unclassified catalogues and publications, and other non-record material are removed from filing cabinets.

d. Letter-size filing equipment is used wherever possible.

e. A minimum of over-night storage space is provided for each employee. To reduce such over-night storage space, all bulky folders and material should be returned to their proper place in the files each evening, or should be placed in a vaulted area if convenient.

3. Requisitions for filing equipment will be forwarded to the Division or Staff Chief for approval. If approved, such requisitions will be forwarded to the Logistics Area Records Officer bearing the following certification by the Division or Staff Chief concerned:

"This certifies that the utilization provisions of LN 45-250-3, have been complied with by (Staff or Division), and that transfers of filing equipment have been made within the (Staff or Division) where feasible".

FOR THE DIRECTOR OF LOGISTICS:

STATINTL

Chief, Administrative Staff, OL

OL/Admin/GM:mel